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|  | <h1 style="text-align: center;">WORKING CAPITAL FUND</h1> <h2 style="text-align: center;">Fund Overview</h2> |
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July 2002

FY 2001 was the fifth full year of Working Capital Fund (Fund) operation. Since FY 1997, the Fund has provided uninterrupted goods and services to our program customers while saving the Department \$8 million/ year or nearly 10% (\$15 million/year when adjusted for inflation). At the end of five years (FY 1997-2001), the Fund had net earnings of \$7.5 million, just 1.8% of FY 97-01 costs. The FY 2001 estimated total billings are \$85.4 million.

Through the use of market-like responses to customer requirements, supplies of goods and services have been rationalized without sacrificing the products our customers demanded. Credit for this achievement belongs to our business managers, program customers, and the policies and efforts of the Board.

Together we are achieving our goals of :

- increasing the efficiency of the Department's operations by having the cost of administrative services reflected in day-to-day decision-making by program managers;
- improving the management of administrative services through use of flexible and business-like financing methods;
- and, providing an accurate full-cost budget for programs and activities, including indirect costs wherever possible.

The Fund is uniquely positioned to support DOE Management Goals.

- Competitive Sourcing – Creates market-like framework for sourcing of internal services. Creates full-cost environment for other services.
- Budget/Performance Integration – WCF budgets can be directly linked to outputs that form the basis for pricing.
- Management Cost Savings – Current WCF has saved \$8 million/year when compared to pre-WCF era.

Fund management is currently reviewing the strengths and weaknesses of the Fund in order to identify new opportunities and necessary improvements. We envision the fund as a tool for DOE management to finance common services and organize corporate efforts in a business-like manner.

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ORGANIZATION

Pricing policy and operational oversight is vested in a Board composed of 14 members appointed by the Deputy Secretary and chaired by the Director of Management, Budget and Evaluation/Chief Financial Officer. The Board is supported by various Working Groups and a Dispute Resolution Council. Line responsibility for services remains with Business Line Managers operating through established organizational structures in ME and CIO. Financial responsibility resides in the Fund Manager, and with individual Business Line Fund Managers who are responsible for billing and associated activities. The CFO's responsibilities parallel those for other HQ functions.

The Fund Manager reports quarterly to the Board on Fund financial conditions. Customers make advance payments and receive detailed monthly bills plus annual cost forecasts. Budget is in a business format.

Board member organizations in 2002 include: ME (Chair), CIO, EE, EH, EI, EM, FE, GC, NA, NE, OA, PI, SC, and SO.

SERVICES

Telephones. The HQ phone company connecting buildings for internal dialing; and commercial basic line service.

Networking. Connectivity for Headquarters through Local and Wide Area Networks. Common Internet Service Provider, DOENET.

Desktop Support. Installation, repair, upgrades and relocation of desktop, notebooks, and facsimile units; and centralized "Help Desk" service.

Building Occupancy. Rents space for HQ and provides maintenance and repair, parking, and food services.

Supplies. Stocks, sells office supplies.

Copying. Owns, rents, maintains, and replaces photocopy equipment and operates staffed copy centers and walk-up copiers.

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Mail. Outgoing USPS mail and internal mail distribution.

Printing And Graphics. Procures commercial printing thru GPO: designs pre-press graphics, electronic forms, exhibits; acquires court reporting.

Contract Closeouts. Final stage in HQ contracting; ensures all products and services have been delivered and that costs incurred by the contractor are allowable and justified.

Payroll Processing. DOE payroll and services; payment of OPM charges.

Corporate Human Resource Information System (CHRIS). Provides human resource processing and information access to DOE employees.

On Line Learning Center (OLC). Provides online training to Federal and contract staff.

COMMUNICATIONS

WCF Home Page:

<http://www.ma.mbe.doe.gov/wcf>

Fund Manager:

Howard G. Borgstrom (202) 586-3960

Billing and Finance:

Bob Emond (202) 586-2354 and Roscoe Harris (202) 586-5527

BUSINESS LINE CONTACTS

Administrative Services:

John N. Harrison (202) 586-3611 (Building Occupancy, Supplies, Mail, Printing and Graphics, and Copying)

Information Management:

Ann Warnick (301) 903-3056 (Telephones, Network, Desktop)

Contract Closeout:

Jeff Rubenstein (202) 287-1516

Payroll Processing:

George Tengan (301) 903-5878

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|  The logo for the Working Capital Fund, U.S. Department of Energy. It features a blue square with a white 'W' and 'F' and a white 'C' in the center. To the right of the square, the words 'WORKING CAPITAL FUND' are written in red, and 'U.S. DEPARTMENT OF ENERGY' is written in smaller red text below it. | <h1 data-bbox="625 197 1235 243">WORKING CAPITAL FUND</h1> <h2 data-bbox="812 289 1049 327">Fund Overview</h2> |
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CHRIS:

Enid Levine (202) 586-1194

On Line Learning Center (OLC):

Tanya Lockett (202) 287-1655